

Michigan Department of Education Office of Special Education & Early Intervention Services

CONTINUING TEMPORARY APPROVAL FOR SCHOOL SOCIAL WORKER Policy & Criteria

POLICY

1. Continuing temporary approval as a school social worker is transferable from one employer to the next.
2. Continuing temporary approval as a school social worker expires at the end of the school year for which it is issued.
3. A request for approval must be received by the Michigan Department of Education during the school year (July 1 to June 30) in which the effective date applies. Approval requests received after June 30 of the applicable school year will not be processed.
4. All candidates for continuing temporary approval as a school social worker will have completed all training requirements, including a minimum of a 500 clock hour supervised social work practicum, prior to application for the first temporary approval as a school social worker. Therefore, no recommendation from a college/university is required for continuing temporary approval as a school social worker, regardless of whether the candidate was trained in the state of Michigan or out-of-state.
5. A school social worker who received continuing temporary approval from the department and who has not been employed as a school social worker in an approved program in Michigan for 5 or more consecutive years must apply to the Michigan Department of Education for reapproval as a condition of reemployment.

CRITERIA

1. An employer (LEA/ISD/State Agency) must request continuing temporary approval for a candidate who continues to be employed in successive school years as a school social worker, but who has not fulfilled the one school year of full time successful employment as a school social worker with direction from a fully approved school social worker.
2. A candidate for continuing temporary approval as a school social worker must have received temporary or continuing temporary approval as a school social worker in the previous school year.

PROCEDURES

The employer (LEA/ISD/State Agency-facility) must:

1. Initiate the request by completing the Continuing Temporary Approval for School Social Worker form. The following information **MUST** be completed:
 - Candidate and Assignment information (ISD will complete code numbers) See Policy #3.
 - Questions 1-3 (Attach documentation)
2. Forward information to ISD; retain a copy for your records.

The ISD will:

1. Determine if the request is accurate and complete.
2. Retain a copy of the form.
3. Submit request electronically to MDE-OSE/EIS and print off Approval letter that is generated automatically after submission.
4. Retain a copy of the approval letter. Distribute a copy to the employer.

The employer (LEA/ISD/State Agency-facility) will:

1. Distribute a copy to the candidate.